

# INSTRUCTIONS FOR REGISTERING AND MANAGING THE IES ONLINE

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Provided by:

THE KOZAI GROUP, INC.  
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USA

## FOR INSTRUCTORS AND PROGRAM MANAGERS:

To enable you to allow your students/participants to take the IES online, you will need to access the IES site, register as a professor, create a “new group” and then give your students the Group ID code that the site will generate. Without the Group ID code, the students will not be able to access the IES. There are also three payment options you can choose from (1) Invoice – see below; (2) Participants pay directly for the IES – see page 2; (3) Instructor/Program Manager pays directly for the IES – see page 2). A few tips on managing your group can be found on page 3.

## INSTRUCTIONS FOR THE INVOICE PAYMENT OPTION

1. Go to <http://ies.kozaieducation.org>
2. Click on **"Sign Up,"** which will take you to a page where you are asked to indicate whether you are registering to “take the IES” or “manage a group taking the IES.” Click on **“managing a group taking the IES,”** which will ask you to fill in some information about you and your affiliation. It will also ask you to fill in the Access Code previously given to you by Kozai.
3. When you have finished with this page click on the button **“Register”** to proceed to the page that confirms your registration.
4. Select the button, **“Continue”** and on the next page click on **"Create New Group."**
5. Fill in the requested information by entering a Group Title and Description. Also indicate whether your group will include undergraduate or graduate students, or simply select, "Does not apply."
6. Click the **"Select"** link for the IES under the Available Assessment list (“Select” is all the way to the left in the box), and then click **"Create New Group."**
7. You are now at a new page, and you will see that you have been given a Group ID. Record or print out the Group ID information so that you can give the Group ID to those who will be taking the IES. Each individual in your group will need to enter this Group ID when they personally register to take the IES. Click on **“Generate Invoice for your group.”**
8. On this page you are asked to fill in the invoice information along with the time at which you wish to be billed (60, 90 or 120 days). Then click on **“Sending invoice information to Kozai.”** You will then be alerted that the information has been sent and you can then either go back to the Main Menu or Log Out.

## INSTRUCTIONS FOR THE “STUDENTS/PARTICIPANTS PAY DIRECTLY” OPTION

1. Go to <http://ies.kozaieducation.org>
2. Click on **"Sign Up,"** which will take you to a page where you are asked to indicate whether you are registering to “take the IES” or “manage a group taking the IES.” Click on **“managing a group taking the IES”** which will ask you to fill in some information about you and your affiliation. Leave the “Access Code” field blank and fill in the rest of the information.
3. When you have finished with this page and click on the button **“Register”** to proceed to the page that confirms your registration. Then select the **“Continue”** button and on the next page click **"Create New Group."**
4. Fill in the requested information by entering a Group Title and Description. Also indicate whether your group will include undergraduate or graduate students, or simply select, **"Does not apply."** Click **"Select"** under the Available Assessment list, and then click **"Create New Group."**
5. Notice you have been given a Group ID. Record or print out the Group ID information to give to those who will need to take the IES. Each individual in your group will need to enter this Group ID when they personally register to take the IES.
6. On this same page, you have two options: **a) The individuals taking the IES will pay for it,** or **b) You will pay for the group to take the IES.** If the individuals will be paying for the IES, click on the button at the bottom that says **“Activate Group.”** You will then be taken back to the main menu where you can log out or choose among the menu options.

## INSTRUCTIONS FOR THE “INSTRUCTOR/PROGRAM MANAGER PAYS DIRECTLY” OPTION

1. Go to <http://ies.kozaieducation.org>
2. Click on **"Sign Up,"** which will take you to a page where you are asked to indicate whether you are registering to “take the IES” or “manage a group taking the IES.” Click on **“managing a group taking the IES”** which will ask you to fill in some information about you and your affiliation. Leave the “Access Code” field blank and fill in the rest of the information.
3. When you have finished with this page and click on the button **“Register”** to proceed to the page that confirms your registration. Then select the **“Continue”** button and on the next page click **"Create New Group."**
4. Fill in the requested information by entering a Group Title and Description. Also indicate whether your group will include undergraduate or graduate students, or simply select, **"Does not apply."** Click **"Select"** under the Available Assessment list, and then click **"Create New Group."**
5. Notice you have been given a Group ID. Record or print out the Group ID information to give to those who will need to take the IES. Each individual in your group will need to enter this Group ID when they personally register to take the IES.
6. On this same page, you have two options: **a) The individuals taking the IES will pay for it,** or **b) You will pay for the group to take the IES.**
7. Fill in the number of IESs that you anticipate will be needed in the box next to **“Number of IES inventories needed.”** Then click the box **“Check here for group payment.”** and the total amount to be charged will be indicated. Next, click on **“Make**

**Payment for your Group”** and you will be taken to the page to pay by credit card or with a PayPal account.

8. If you wish to pay by credit card, click on the **“continue”** link near the bottom on the left. If you wish to pay with a PayPal account, log in with your PayPal information on the right. If you chose to pay by credit card, fill in the account information and proceed through the guided process to complete the payment. If you pay by PayPal, after you log in to PayPal, you will be taken to the PayPal account page and can select “Pay Now” to complete the payment process (Disregard the information about shipping). At this point, if you need to exit the process without paying, there is a button at the bottom of the page that will return you to the Kozai site.

### **TIPS ON MANAGING YOUR GROUP FROM THE IES ADMINISTRATION FUNCTION**

After you have registered and created a Group ID, you can re-enter the site by using the Sign-In portal and using your personal ID and password that you created during registration. The site maintains a record of all your groups you have created for your separate classes and will allow you to access and/or manage the following:

1. The names of those students who have registered and have started taking or who have completed the IES.
2. The actual feedback reports of all your students who have completed the IES.
3. The choice of releasing the feedback reports to the students so they can print them off themselves or maintaining control of the students’ access to their feedback reports if you want to distribute them personally to your students.
4. The ability to update your registration information.
5. The creation of additional groups of students that will take the IES.